

Issue Paper: Update Supervision of Special Inspection

ISSUE: Project certification has been and continues to be impacted by special inspection verified report issues. A significant percentage of projects closed without DSA certification are due to missing special inspector final verified reports, or final verified reports that have been received by DSA but do not indicate full compliance of work.

BACKGROUND:

The 2010 CA Building Standards Administrative Code, Title 24, Part 1, does not currently address supervision of special inspectors. Various portions of the Part 1, Title 24 code will require changes to address this problem. Proposed changes are being developed as part of the 2012 code cycle.

PROPOSAL:

The LEA laboratory's engineering manager (i.e. California registered engineer) shall have a direct supervision role with respect to special inspection services.

The LEA engineering manager will:

- be responsible for selecting qualified special inspectors, and attesting to qualifications through the new approval process (form DSA-150).
- be expected to supervise daily special inspection activities through to completion of each inspection discipline.
- be responsible for a complete review, at the completion of the testing and special inspection program, of test and special inspection reports for conformance with the DSA approved documents and for verifying that all work requiring special inspection was actually inspected.
- be responsible for signing and submitting a compiled verified report covering all required tests and inspections.

For cases where the school district hires a special inspector directly, the following requirements (as currently required by Part 1, Title 24) would apply:

- The special inspector would be required to complete and submit a form DSA-5. The form would need to be approved by the design professional(s), the school district and DSA.
- The design professional(s) would also be responsible for monitoring special inspector performance, inspection reporting and verifying that the appropriate verified reports are submitted by the special inspector to DSA as currently required per code.

PROGRESS TO DATE:

DSA formed a workgroup comprised of responsible engineering managers from various materials testing laboratories. The workgroup, representing the most directly affected entities, has provided feedback to DSA regarding its code change proposal in the form of written comments. The DSA has reviewed the comments and revised its code change proposal where necessary and appropriate.

The DSA presented the draft code change proposal to the DSA Advisory Board Testing and Inspection Committee members and public participants at the March 15, 2012 meeting. The proposal is now presented to the Codes & Standards Committee for input.

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Based on the 2010 CALIFORNIA BUILDING STANDARDS ADMINISTRATIVE CODE
(Part 1, Title 24, C.C.R.)

CHAPTER 4. ADMINISTRATIVE REGULATIONS FOR THE DIVISION OF THE
STATE ARCHITECT.STRUCTURAL SAFETY (DSA/SS)

DSAAB – I & T Committee – Draft for Review
EXCERPT

Sections 4-333 through 4-336

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GROUP 1. SAFETY OF CONSTRUCTION OF PUBLIC SCHOOLS

Article 1. General Provisions

4-333. Observation and Inspection of Construction.

(a) **Observation by architect or registered engineer.** The Act requires that the observation of the work of construction, reconstruction, rehabilitation, alteration or addition shall be under the general responsible charge of an architect, structural engineer, or under certain conditions a professional engineer registered in that branch of engineering applicable to the work. (See Section 4-316.)

~~A-The responsible~~ geotechnical engineer, or his or her qualified representative, shall perform all testing and special inspection of all earth materials, and the placement and compaction of engineered fills, foundations, retaining walls, and foundation anchors. The responsible geotechnical engineer shall submit verified reports in accordance with Section 4-336 and Title 24, Part 2, Section 1704A.7.1.

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4-335. ~~Tests.~~ Testing/special inspection laboratories.

(a) **General.** Tests of structural materials and special inspection of work are required as set forth in these regulations.

Whenever there is insufficient evidence of compliance with any of the provisions of ~~this code~~ Title 24 or evidence that any material or construction does not conform to the requirements of ~~this code~~ Title 24, DSA may require tests/inspections as proof of compliance to be made at no expense to DSA.

Test/inspections methods shall be as specified by ~~this code~~ Title 24 or and by other applicable ~~recognized and accepted test~~ referenced standards as listed in CBC Chapter 35. If there are no recognized and accepted test/inspection methods ~~for the a~~ proposed alternate, the architect or engineer shall submit written alternate test/inspection procedures for review and acceptance by DSA.

The school ~~board~~ district shall, with the advice of the architect or structural engineer, select ~~a testing facility~~ the laboratory of record (LOR), acceptable to DSA, to conduct all required tests for the project, and special inspections which are contracted to the ~~testing facility~~ LOR. The ~~testing facility~~ LOR shall be directly employed by the school ~~board~~ district and not be in the employ of any other agency or individual.

All tests shall be made by a facility laboratory acceptable to DSA as described in Section 4-335(b). Where job conditions warrant, the architect or registered engineer may waive certain tests with the approval of DSA (see Section 4-338 for the process of obtaining DSA approval for changes to approved plans and specifications). A copy of the list of structural tests and special inspections prepared by the responsible architect or structural engineer and acceptable to DSA, shall be provided to the ~~designated testing facility~~ LOR and the project inspector prior to the start of construction.

(b) **Acceptable ~~testing facilities~~ laboratories:** ~~Facilities~~ Laboratories conducting any special inspection, testing, sampling, or obtaining, handling, ~~protection, handling~~ preparing, protecting, transporting or ~~storage~~ storing of samples shall must be accepted by the DSA Laboratory Evaluation and Acceptance (LEA) program. A testing facility laboratory may apply for DSA acceptance by submitting ~~Form~~ form DSA-100, Application for Acceptance of ~~Testing/Inspection Facility~~ Laboratory, along with supporting documentation to DSA.

[Next 2 paragraphs relocated from end of section] DSA will evaluate the ~~testing facility~~ laboratory to verify that requirements of these regulations are met and that engineering managerial and supervisory staff are familiar with Title 24 requirements pertinent to materials testing and special inspection.

A letter of acceptance by DSA shall be issued to the ~~testing facility~~ laboratory and shall state that the ~~testing facility~~ laboratory has demonstrated that it has met the criteria established by DSA for performance of the material testing and special inspection of work and testing of materials under DSA jurisdiction. ~~Names~~ A list of accepted ~~testing facilities~~ LEA laboratories showing the types of tests and inspections for which they have been approved shall be posted on the DSA website.

[relocated from 4-335(d)] ~~(d) Fees for testing laboratory evaluation.~~ DSA may charge a fee to cover the costs of evaluating and re-evaluating the ~~testing facility~~ laboratory. DSA reserves the right to visit, audit and observe the testing facilities laboratory.

To qualify for acceptance, a ~~testing facility~~ laboratory shall comply with the following requirements:

- ~~4. Comply with the requirements of ASTM E 329-07.~~
1. **Qualification Criteria:** To qualify for DSA acceptance, the laboratory shall obtain and maintain accreditation for ASTM E329-11: Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection, through required evaluation and accreditation as described below.

Other nationally recognized evaluation services or accreditation bodies, equivalent to those indicated below, may be accepted by DSA with prior approval.

- (i) **Evaluation:** The laboratory shall receive on-site assessments and quality system evaluations by one or more of the following: The American Association of State Highway and Transportation Officials (AASHTO) Materials Reference Laboratory (AMRL), the Cement and Concrete Reference Laboratory (CCRL), or the U.S. Army Corps of Engineers (USACE).

- (ii) **Accreditation:** The laboratory shall maintain accreditation from the AASHTO Accreditation Program (AAP).

In addition, the laboratory must maintain accreditation for the following standards, as applicable: ASTM C1077 (Aggregate), ASTM C1077 (Concrete), ASTM C1093 (Masonry) and ASTM D3740 (Soil).

The laboratory shall maintain participation in applicable AMRL and CCRL proficiency sample programs.

The laboratory must authorize the release of accreditation, assessment, and proficiency sample testing information to DSA.

- ~~2. Conduct all testing and inspection operations under the engineering management of a California registered civil engineer with at least five years of experience in the testing and inspection of building materials.~~
2. **Laboratory structure:** The laboratory shall have a full-time engineering manager who is a State of California registered civil engineer. The engineering manager shall possess a minimum of 5 years of relevant experience in the inspection and testing industry and hold a management position in the company. All testing and special inspection services shall be performed under his or her general supervision. The engineering manager shall be responsible for insuring that all technicians and special inspectors employed by the laboratory are appropriately trained, qualified, and certified in their area of expertise. The engineering manager may not be employed by any other laboratory that provides special inspection or testing services. Administration and business practices of the laboratory shall comply with all relevant California State and Federal laws.
- ~~3. An acceptable testing facility shall have management, laboratory and field supervisory personnel with at least five years experience in the inspection and testing of the work and materials of construction.~~
3. **Supervision:** Supervision by the engineering manager shall include but is not limited to the following tasks:
 - Providing oversight and responsible control of all field and laboratory testing services, special inspection services and associated report documents.
 - Verifying that technicians and special inspectors meet all employment requirements and possess the training, education and/or certifications necessary to perform the duties assigned.
 - Verifying that qualified technicians and special inspectors conduct the required laboratory and field related services in strict accordance with DSA approved documents and applicable standards.
 - On-site monitoring of the special inspection activities to assure that the qualified special inspector is performing his or her duties as required. Frequency of the visits shall be determined by the engineering manager, who shall consider the size and complexity of the school project.
 - Verifying that special inspectors properly document their activities, and that reports and logs are prepared and distributed in accordance with these regulations.

4. **Limitation of duties:** LEA laboratory activities are specifically limited to those tests/special inspections for which the laboratory has been approved and for which it has satisfied the requirements set forth in these regulations. No laboratory shall conduct any test or special inspections for which the laboratory is not qualified or approved by DSA to perform.
The LOR may subcontract tests/special inspections for which it is not approved to another LEA accepted laboratory possessing that approval.
4. ~~An acceptable testing facility shall have adequate facilities, equipment, personnel expertise and technical references to permit the performance of special inspections and testing in compliance with applicable regulations and standards.~~
5. **Equipment and tools:** A DSA accepted laboratory shall have adequate facilities, equipment, personnel expertise and technical references to permit the performance of testing and special inspections in compliance with applicable national standards and regulations. The laboratory shall possess and maintain all tools and equipment required to perform the specific tests and special inspections for which it is approved. Such tools and equipment shall be maintained and calibrated periodically in accordance with applicable nationally accepted standards.
6. **Documentation:** A laboratory shall maintain records of all tests and special inspections on a job-by-job basis for at least six (6) years, and shall make such records available to the school district, design professional in responsible charge and DSA upon request. Such records shall include all laboratory test reports, special inspection reports, noted deficiencies and dates of resolution of such deficiencies, verified reports, photographs and such other information as may be appropriate to establish the sufficiency of the testing/special inspection program.
- (i) The laboratory's engineering manager shall review test and special inspection reports and progress reports for conformance of inspected work with the approved plans, specifications and workmanship provisions of the California Building Code (CBC) code and referenced standards. Such supervision and control shall be evidenced by the engineering manager's signature and seal on the verified reports required by these regulations.
- (ii) The laboratory's engineering manager shall file with the Division of the State Architect within fourteen (14) days of completion of any aspect of the testing/special inspection program, notice of such completion on the forms and in the manner required by these regulations.
7. **Obligation to avoid conflict of interest:** Laboratories shall not engage in any activities that may conflict with their objective judgment and integrity, including but not limited to having a financial and/or other interest in the construction, installation, manufacture or maintenance of structures or components that they inspect, test, verify, or certify.
8. **Evaluations:** The qualifications and capabilities of testing laboratories statewide are subject to evaluation by DSA LEA program personnel. Evaluations occur upon application for acceptance, application for renewal, the addition of services or a change in responsible engineering manager. Evaluations may include but are not limited to a review of the application submittal, consultation with the engineering manager as well as an on-site examination/evaluation of the quality system, equipment, personnel and records.
9. **Audits:** The operations of a DSA accepted laboratory may be subject to audit by the Division of the State Architect. Audits may occur upon receipt of complaints or evidence of failure by the laboratory to meet the requirements of these regulations. Audits may include but are not limited to the following: review of LEA program records, project specific records, on-site examination of equipment, and records of special inspection and testing services. An audit may result in a requirement that the laboratory be reevaluated.
10. **Obligation to cooperate with inquiries:** All accepted laboratories shall cooperate in any investigation by the Division of the State Architect, into the activities at any school project site or fabricating/manufacturing facility for which they have provided special inspection and/or testing services and shall provide prompt, accurate and complete responses to reasonable inquiries by DSA and other appropriate individuals or agencies.
- [relocated from 4-335(f)] 11. **Payments:** The school board district shall pay for all tests/ inspections, but if so specified the amount or a portion thereof may be collected from the contractor by the school board district. When in the opinion of the architect or registered engineer, additional tests/inspections are required because of the manner in which the contractor executes his or her work, such tests/inspections shall be paid for by the school board district, but if so specified the amount paid may be collected from the contractor by the school board district. Examples of such tests/inspection are: tests of material substituted for previously accepted materials, retests or re-inspections made necessary by the failure of material or work to comply with the requirements of the approved construction documents and specifications, and load tests necessary because certain portions of the structure have not fully met specification or plan requirements.

[next 2 paragraphs relocated to 4-335(a)]

(c) ~~Duration of testing facility~~ **LEA laboratory acceptance.** Acceptance will remain valid for a period of four years unless approval is withdrawn for failure to comply with the requirements of ~~this code~~ these regulations. Examples of such failure include, but are not limited to:

1. Making changes in engineering management or, supervisory personnel, equipment, facility laboratory location or, major equipment, or other key factors without prior approval of notification to the DSA LEA program.
2. Failing to have the laboratory facility evaluated and accredited as outlined in 335(b)1, as applicable to services offered.
3. Reporting that materials and/or workmanship meet the requirements of DSA approved documents when they do not.
4. Failing to sample, handle and/or test materials as required by the approved documents, code and referenced standards.
5. providing Utilizing technicians or special inspectors to a project that do not meet the qualification and/or certification requirements.
6. Failing to adequately supervise technicians and or special inspectors assigned by the lab to the project, or.
7. Failing to comply with any of the other requirements of this code these regulations or the DSA approved documents for a project.

(d) **[relocated to 4-335(a)]**

(e) (d) **Performance of tests Sampling and testing of materials.**

~~Test samples~~ Samples or specimens of material for testing shall be taken by a qualified representative of the testing facility LOR. ~~The project inspector may, if qualified and other duties permit, be authorized in writing by DSA to sample test specimens.~~

For a minor scope of work, the project inspector may, if qualified and other duties permit, be authorized in writing by DSA to obtain, handle, prepare, protect, transport, and/or store test specimens. Copies of this approval will be sent to the LOR, project inspector, design professional and the school district.

In general, samples are selected at random; however, if there is reason to believe that specific materials may be defective, sample locations may be selected by the project inspector, architect, structural engineer or DSA representative. In no case shall the contractor or vendor select the sample location or obtain specimens.

Sampling Obtaining, handling, preparing, protecting, transportation, preparation, transporting or storing of samples and testing shall be in accordance with the standards as provided for in the approved plans, specifications and in the applicable building regulations.

Where in cases where a tested sample has failed to pass the required tests meet the requirements of the DSA approved documents, the architect or engineer, subject to the approval of DSA, may permit retest of the ~~sampled~~ material or in-place work.

(e) **Test Reporting Requirements: [replaces 4-335(g)]**

The LOR shall complete detailed test reports outlining all structural material tests. Report format shall be as prescribed by DSA.

Reports shall include all tests made, regardless of whether such tests indicate that the material is satisfactory or nonconforming.

The reports shall clearly state that the material or materials were sampled and tested in accordance with the requirements of these regulations and the approved plans and specifications. Reports shall also clearly state whether or not the material or materials tested met the requirements of the DSA approved documents.

All reports of tests performed on-site shall be submitted to the project inspector on the day the tests were performed.

Within 14 days of the date of any material test, the LOR shall submit all test reports to the design professional in general responsible charge (architect), the structural engineer, the project inspector, and the school district.

Reports of material tests not conforming with the requirements of the DSA approved documents shall be forwarded immediately to DSA, the architect, the structural engineer, the project inspector, and the school district.

[(f) relocated from 4-333 (d)] (f) Special inspection.

General:

1. **[relocated from 4-333(d)1]** Special inspection by individuals specially certified and/or approved by DSA may be required on certain types of construction work as described in required by Title 24, Part 2, Chapter 17A.
- 4-2. **[relocated from 4-333(d)4]** Special inspectors shall be in the direct employ of the school district or employed by a testing facility an LEA laboratory acceptable to DSA or contract individually and directly with the school district. (See Section 4-335).
 - A) Supervision of special inspectors employed by the lab:

Special inspectors employed by an LEA laboratory, under the general supervision of the lab's engineering manager, shall be listed on a form prescribed by DSA. The form shall be completed and signed by the engineering manager prior to commencing special inspection work. Copies shall be sent to DSA, the design professional(s), the school district and the project inspector. Any changes or substitutions in personnel during the course of work will require submission of a new form, subject to approval by DSA.
 - B) Supervision of special inspectors who contract individually and directly with the school district:

Special inspectors who contract individually and directly with the school district, shall complete, sign and submit a form prescribed by DSA for each discipline of inspection for the project prior to the start of work. The form shall be routed to the design professional(s), school district and DSA for approval.

The design professional in general responsible change of observation of construction, in this case, is responsible for verifying the special inspector's experience and qualifications. The design professional shall also be responsible for the general supervision of the special inspector's work and verifying that inspection reports and the required verified reports are submitted as required by these regulations.
- 44 3. **[relocated from 4-333(d)14]** The costs of all special inspection required by this subsection shall be paid for by the school ~~board~~ district, but if so specified in the contract documents, the amount paid may be collected from the contractor by the school ~~board~~ district.
- 2- 4. **[relocated from 4-333(d)2]** DSA may require special inspectors for types of construction in addition to those listed in Chapter 17A of Title 24, Part 2 ~~if found necessary~~ because of the special use of materials or methods of construction.
- 3- 5. **[relocated from 4-333(d)3]** DSA may require special inspectors for any off-site fabrication procedures that preclude the complete inspection of the work after assembly.
- 5- 6. **[relocated from 4-333(d)5]** ~~Special inspectors may be required to be approved by DSA for each individual project prior to performing inspections. Application for approval of a special inspector shall be made on an Inspector's Qualification Form (Form DSA-5.SI) and submitted to DSA for review.~~

Qualifications:

6. **[relocated from 4-333(d)6]** A special inspector shall not be less than 25 years of age, shall have had at least three years experience in construction work or special inspection responsibilities work on one or more projects similar to the project for which the inspector is applying, shall have a thorough knowledge of the building materials of his or her specialty, and shall be able to read and interpret plans and specifications.

DSA may require evidence of the proposed inspector's knowledge and experience by successful completion of a written and/or oral examination by the applicant before approval is granted. DSA may charge a fee to administer such examinations.

DSA will maintain a list of special inspectors who have successfully completed an examination by DSA, and continued eligibility to remain on that list will be dependent on demonstrated acceptable performance of duties assigned and/or attendance at continuing education classes.
- 15 7. **[relocated from 4-333(d)15]** The acceptance or approval of special inspectors may be withdrawn by DSA if the special inspector fails to comply with any part of ~~this code~~ these regulations or the applicable inspection related referenced standards referenced on the approved plans and specifications.

Duties:

9. The duties of the special inspector shall include but are not limited to the following:
 - A. Review and comprehend all applicable DSA approved construction documents, shop drawings, requirements of applicable code and code referenced standards.

- B. Perform the inspections in conformance with the requirements of the DSA approved documents, applicable code and code referenced standards.
- C. Verify whether or not the work conforms to the requirements of the DSA approved documents, applicable code and code referenced standards.
- D. The Special Inspector shall not accept any deviation from the DSA approved documents unless the revision has been approved by the DSA.
- E. ~~[relocated from 4-333(d)10] Construction Report in writing immediately any work that the special inspector finds not to be in compliance with the DSA approved plans and specifications deems nonconforming, and which is not immediately corrected upon notifying the contractor. shall be reported in writing immediately. Submit the report to the project inspector, DSA, the architect, the structural engineer and the school district.~~
- F. Complete and submit all required reports, as set forth below.

Documentation Inspection Reporting Requirements:

- 44 10. ~~[relocated from 4-333(d)11] Within 14 days of the date of any special the inspection, the Special inspectors special inspector shall submit detailed daily inspection reports outlining the work inspected within 14 days of the date of the inspection to the school district, DSA, the design professional in general responsible charge, the structural engineer delegated responsibility for design and construction observation, of structural portions of the project (when such delegation has been made) and the project inspector. Reports of special inspections performed on-site shall be submitted to the project inspector on the day the inspections were performed. Reports shall include all special inspections made regardless of whether such inspections indicate that the work is satisfactory or unsatisfactory.~~
 - 11. Report format shall be as prescribed by DSA.
 - 12. Reports shall include all special inspections made regardless of whether such inspections indicate that the work is satisfactory or nonconforming.
 - 13. ~~[relocated from 4-333(d)12] Special inspection reports shall include a description of all sampling of materials performed and/or witnessed. Reports shall clearly state whether the work was inspected in accordance with the requirements of the DSA approved documents for the project. Reports shall also clearly state whether the work inspected met the requirements of the DSA approved documents.~~
 - 14. All reports of special inspection work performed on-site shall be submitted to the project inspector on the day the inspections were performed.
 - 43 15. ~~[relocated from 4-333(d)13] Special inspectors shall submit verified reports as required by Section 4-336 (c) for the special work covered inspected.~~
 - 16. Special inspectors who contract individually and directly with the school district shall maintain records of all special inspections on a job-by-job basis for at least six (6) years, and shall make such records available to the school district, design professional in responsible charge and DSA upon request. Such records shall include all, special inspection reports, noted deficiencies and dates of resolution of such deficiencies, verified reports, photographs and such other information as may be appropriate to establish the sufficiency of the inspection program.
- ~~(g) **Test Reports.** One copy of all test reports shall be forwarded to DSA, the architect, the structural engineer and the project inspector by the testing facility within 14 days of the date of the test. Such reports shall include all tests made, regardless of whether such tests indicate that the material is satisfactory or unsatisfactory. Records of special sampling operations as required shall also be reported. The reports shall show that the material or materials were sampled and tested in accordance with the requirements of these regulations and with the approved plans and specifications. In the case of materials such as masonry, concrete, or steel, test reports shall show the specified design strength. All reports of test results shall also definitely state whether or not the material or materials tested comply with requirements of the plans and specifications. Reports of test results of materials not found to be in compliance with the requirements of the plans and specifications shall be forwarded immediately to DSA, the architect, the structural engineer and the project inspector.~~
- [replaced by 4-335(e)]**

[4-335 (h) relocated to 4-336 (b)]

Authority: Education Code Sections 17310 and 81142.
Reference: Education Code Sections 17309 and 81141.

4-336. Verified Reports.

(a) **General.** As the work of construction progresses, the architect, structural engineer or professional engineer in charge of observation of construction of the work, each architect or registered engineer delegated responsibility for a portion of the work, the project inspector, ~~special inspectors~~, the geotechnical engineer, the ~~testing facility~~ LOR, approved special inspectors

not employed by the LOR and the contractor shall each make and sign under penalty of perjury, a duly verified report to DSA and provide a copy of the same report to the project inspector. The verified report shall be made upon a prescribed form or forms, showing that of his or her own personal knowledge the work during the period covered by the report has been performed and materials have been used and installed in every material respect in compliance with the duly approved plans and specifications, and setting forth such detailed statements of fact as shall be required.

The term "personal knowledge" as applied to an architect or registered engineer means the personal knowledge that is obtained from periodic visits of reasonable frequency to the project site for the purpose of general observation of the work, and that is obtained from the reporting of others on the progress of the work, testing of materials, inspection and superintendence of the work. The exercise of reasonable diligence to obtain the facts is required.

The term "personal knowledge" as applied to the project inspector means the actual personal knowledge that is obtained from the inspector's personal continuous inspection of the work in all stages of its progress. For work performed away from the site, the project inspector may obtain personal knowledge from the reporting of testing or special inspection of materials and workmanship for compliance with approved plans, specifications and applicable standards. The exercise of reasonable diligence to obtain the facts is required.

The term "personal knowledge" as applied to a special inspector means the actual personal knowledge which is obtained from the inspector's personal inspection of the work assigned. The verified report shall clearly describe the work assigned to each individual special inspector. The exercise of reasonable diligence to obtain the facts is required.

The term "personal knowledge" as applied to the contractor means the personal knowledge gained from constructing the building. The exercise of reasonable diligence to obtain the facts is required.

~~(h)~~ (b) **[relocated from 4-335 (h)] Verification of test reports. LOR verified reports.**

~~Each testing facility. The LOR shall submit a verified report to DSA, and provide a copy to the design professional(s), the school district and the project inspector at the completion of the testing program or when required by DSA a verified report, covering all of the tests and special inspections that were required to be made by that laboratory. Such report shall be furnished within 14 days of the completion of the testing/special inspection program, whenever required by DSA, or any time that work on the project is suspended, or services of the testing lab LOR are terminated. The report shall covering cover the tests and special inspections completed at that time.~~

The verified report shall be signed, under penalty of perjury, by the California registered civil engineer charged with engineering managerial responsibility for the ~~testing facility~~ LOR. The verified report shall ~~indicate state that all the structural tests and special inspections required by the DSA approved documents and listed on the form DSA-103 were made, as required by the approved plans and specifications, and~~ include a list of any noncompliant tests material or special inspections inspected work that have has not been resolved by the date of the verified report. ~~In the event that not all required tests or inspections were made conducted by the laboratory making this verified report, those tests or special inspections not made~~ Any required tests or special inspection work that were not conducted by the LOR shall be listed on the verified report, with an explanation why they were not performed.

(c) **Special inspector verified reports.** Each special inspector who contracts individually and directly with the school district, shall submit a verified report to DSA, the design professional(s), the school district, and project inspector. Such report shall be furnished within 14 days of the conclusion of work requiring special inspection, whenever required by DSA, or any time that work on the project is suspended, or services of the special inspector are terminated. The report shall cover the special inspection work completed at that time.

The verified report shall be signed, under penalty of perjury, by the special inspector. The verified report shall indicate that all special inspections were made as required by the approved plans and specifications, and shall list any noncompliant work that has not been resolved by the date of the verified report. Any required special inspections that were not conducted by the special inspector shall be listed on the verified report, with an explanation.

~~(b)~~ (d) **Report form.** Verified reports shall be made on ~~Form DSA-6 by project inspectors and contractors, Form DSA-292 for special inspectors and Form DSA-6A/E by architects and engineers. Form DSA-6A/E may be filed either separately or jointly by architects and engineers specific forms prescribed by DSA. DSA forms are available on the Internet at www.dgs.ca.gov/dsa, or at any of the DSA regional offices.~~

~~(e)~~ (e) **Required filing.** Verified reports shall be made as follows:

1. By each contractor having a contract with the owner, at the completion of the contract.

2. By the architect, registered engineers, LOR, project inspector and approved special inspectors contracting individually and directly with the school district, at the completion of the project.
3. By the architect, registered engineers, LOR, project inspector and approved special inspectors contracting individually and directly with the school district, at the suspension of all work for a period of more than one month.
4. By the project inspector when any building included in the scope of the project is occupied or re-occupied.
5. By any of the following, whenever their services in connection with the project have been terminated for any reason: the architect, registered engineer, LOR, project inspector, approved special inspector contracting individually and directly with the school district, ~~testing facility~~ or the contractor. ~~whose services in connection with the project have been terminated for any reason.~~
6. By the responsible geotechnical engineer as required by 4-333(a).
7. ~~By the testing facility as required by 4-335(h).~~
- 8 7. By any party listed above at any time a verified report is requested by DSA.

Authority: Education Code Sections 17310 and 81142.

Reference: Education Code Sections 17309 and 81141.